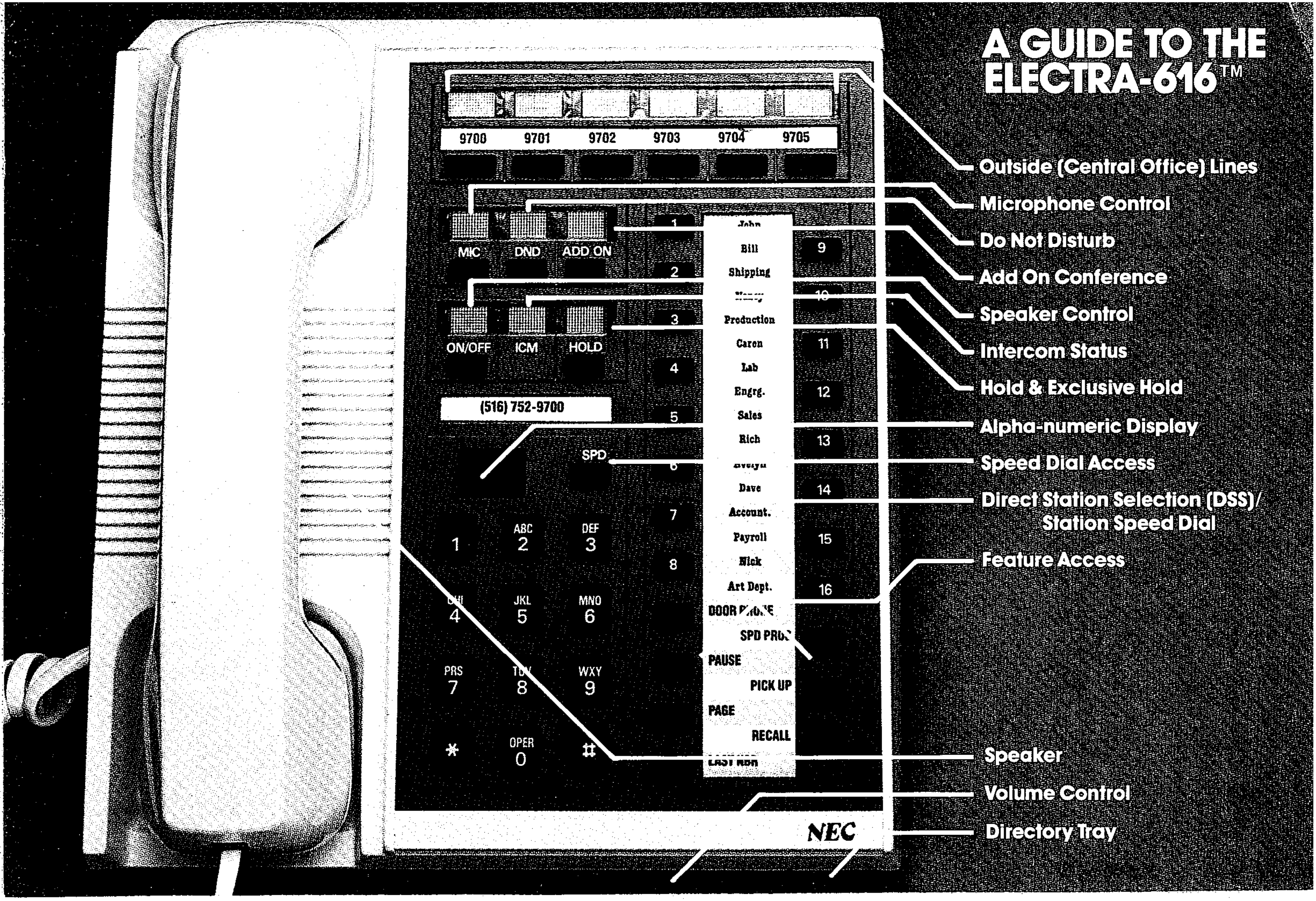
USER'S GUIDE



Electra-616


A GUIDE TO THE ELECTRA-616™
Outside (Central Office) Lines
Microphone Control
Do Not Disturb
Add On Conference
Speaker Control
Intercom Status
Hold & Exclusive Hold
Alpha-numeric Display
Speed Dial Access
Direct Station Selection (DSS)/ Station Speed Dial
Feature Access
Speaker
Volume Control
Directory Tray
9700
9701
9702
9703
9704
9705
MIC
DND
ADD ON
ON/OFF
ICM
HOLD
(516) 752-9700
SPD
Bill
Shipping
Production
Caron
Lab
Engrg.
Sales
Rich
Dave
Account.
Payroll
Nick
Art Dept.
PAUSE
PICK UP
PAGE
RECALL
NEC

TO PLACE AN OUTGOING CALL

Manual Dialing

- Press outside line button.
- Dial telephone number.
- Lift handset to converse.*

Speed Dialing

- Press outside line button.
- Press speed dial button **(SPD)**; display will show *Sd*.
- Press station speed dial button 1-16; display will show *01-16*; **or**
- Press speed dial button **(SPD)** ; display will show *Sd*.
- Dial system speed dial access code **20-59**; display will show *20-59*.
- Lift handset to converse.*

Last Number Redial

- Press outside line button.
- Press last number button **(LAST NBR)**; display will show *Ln*.
- Lift handset to converse.*

*NOTE: If busy or no answer, press **ON/OFF** button to disconnect.
If restricted from dialing a particular number, display will show *d*.

Recall

When placing consecutive calls, pressing the Recall button will re-establish dial tone.

TO ANSWER AN INCOMING CALL

- Lift handset.
- Press slow flashing line button.

TO PLACE AN OUTSIDE CALL ON HOLD

Hold

- Press **HOLD** button once; display will show *Hd*.

NOTE: Outside line LED will flash intermittently at your keyset.

Exclusive Hold

- Press **HOLD** button twice; display will show *EH*.

NOTE: Outside line LED will flash intermittently at your keyset.
Calls placed on exclusive hold cannot be accessed from any other keyset.

Hold Reminder

- Display will show *H1-H6* indicating held line.
- LED at line button is fluttering.
- Lift handset.
- Press slow flashing line button.

TO TRANSFER AN OUTSIDE CALL

- Press **DSS** button 1-16; display will show *01-16*. This automatically holds the outside call.
- Announce message, indicating on which line the call is held.

TO PLACE AN INTERCOM CALL

- Lift handset.
- Press direct station selection button **(DSS)** 1-16; display will show *01-16* and **ICM** LED lights.
- Following tone burst announce message; or
- When busy, the **DSS** button can be repeatedly pressed to send tones.

TO ANSWER AN INTERCOM CALL

- Upon receiving intercom call, calling party's station number is displayed.
- Check that **MIC** button LED is lit to respond handsfree; or
- Lift handset.

NOTE: If engaged in an outside call and ICM call is received; press HOLD button and converse with calling party.

When busy station becomes idle, the number of the last ICM caller will be momentarily displayed.

TO PLACE AN INTERCOM CALL

- Lift handset.
- Press direct station selection button **(DSS)** 1-16; display will show *01-16* and **ICM** LED lights.
- Following tone burst announce message; or
- When busy, the **DSS** button can be repeatedly pressed to send tones.

TO ANSWER AN INTERCOM CALL

- Upon receiving intercom call, calling party's station number is displayed.
- Check that **MIC** button LED is lit to respond handsfree; or
- Lift handset.

NOTE: If engaged in an outside call and ICM call is received; press HOLD button and converse with calling party.
When busy station becomes idle, the number of the last ICM caller will be momentarily displayed.

TO PLACE A CONFERENCE CALL

- Place first call.
- Press **ADD ON** button; LED flashes.
- Place second call.
- Press **ADD ON** button.
- Converse with all parties.

NOTE: A three-party conference may consist of the following:

- 3 stations.
- 2 stations + 1 outside line.
- 1 station + 2 outside lines.

TO CALL A DOOR PHONE

- Lift handset.
- Press **DOOR PHONE** button; display will show *d*.
- Dial 1 or 2; display will show *d1* or *d2*.
- Converse with party.

NOTE: If monitoring is desired, place keyset in monitor mode by pressing ON/OFF button; adjust volume.

TO ANSWER A DOOR PHONE

- Lift handset.
- Press **DOOR PHONE** button.
- Dial 1 or 2.
- Converse with party.

TO PROGRAM SPEED DIALING

- Press **SPD PROG** button; display will show *Sd*.
- Press button 1-16; display will show *01-16*.
- Dial telephone number; digits will be displayed as dialed.
- Press **SPD PROG** button.

NOTE: Pauses (Pause) and hookflashes (RECALL) may be programmed as part of a speed dial memory.

TO VERIFY SPEED DIALING

- Press **SPD** button; display will show *Sd*.
- Press button 1-16; display will show *01-16*.
- Verify number displayed.

DO NOT DISTURB

To eliminate all ICM calls and audible indications:
- Press **DND** button; LED lit.

To cancel **DND** mode:
- Press **DND** button; LED off.

CALL PICK UP

To answer an ICM call which is signaled at another station:
- Lift handset.
- Press **PICK UP** button; display will show *UP*.
- Press **DSS** button 1-16 of called station.
- Converse with party.

DIRECTORY

Name	Area Code & Number

NOTES